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OCT 11 1952

MEMORANDUM TO: Deputy Director (Administration)

SUBJECT: Inspection and Security Office
Table of Organization

1. An intensive analysis has been made of the Table of Organization for the Inspection and Security Office and it has been determined that the following figures represent the minimum number of personnel required for the years 1953 and 1954:

	<u>Current T/O</u>	<u>Requirements for 1953-54</u>
Office of the Chief		
Administration and Training St.		
Special Security Division Headquarters		
SSD Field (Including SSD Pool)		
Security Division		
Special Research Staff		
Security Control Staff		
Inspection Division		
Alien Affairs		
SO Pool		
TOTALS		

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The figures above represent an increase in the current T/O of 73. This increase is 12 less than originally proposed for 1953 and 27 less than proposed for 1954. As set forth above the figure is considered a minimum and should represent our new ceiling as well as T/O.

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ORIG CLASS 5

ORIG CLASS 3

JUST 22

DATE 11-20-52

ACN: MH 18-2

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3. Certain increased personnel requirements reflected above have a direct relationship to recommendations in the [] report which call for increased I&SO responsibility in security matters connected with Agency operations [] and reduction in investigative activities performed by contractual services which places an increased volume of such work on our own investigative facilities. In addition the following functions have been added to our office:

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a. Emergency Plan. Effective 31 August 1952 the responsibility for Agency Emergency Planning was assigned to this Office.

b. Polygraph. The training of polygraph operators which was formerly handled by the Office of Training, has been assumed by I&SO. This training program is presently in process and includes the training of open as well as covert operators. In addition to the usual current processing of personnel entering on duty and the efforts to process a large backlog of personnel who entered on duty before the polygraph program was started, the services of the IRB/SD are being called upon in a continually increasing degree for operational support overseas.

c. Escort Service. Security escort service is being provided for operational offices in an increasing degree which now averages one to two trips per month to foreign areas and involves two to three agents in each instance.

d. Career Management. Over thirty security officers have been trained and processed for assignment to other activities both domestic and abroad. Approximately fifteen additional requests have been received and more are expected on a continuing basis. The training and administrative responsibilities involved in this activity, together with the establishment of an I&SO Career Service Board and the pursuit of that program within I&SO, are a considerable additional workload on the Administration and Training Staff.

e. Security Control. Establishment by Executive Order of minimum standards for the review and revision of security classifications by the Executive Branch of the Government, places an increasing volume of work to be handled by I&SO in connection with the planning and carrying out of a program for CIA under this order and providing guidance and consultation in its implementation.

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4. Detailed justifications for the increased personnel requirements described above will be submitted with the formal request for an increase in T/O which is in the process of preparation at this time.

[Signature]
Sheffield Edwards
Colonel, GSC
Security Officer, CIA

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